



EVENT GRANTS

TURNING UP LIVE MUSIC IN SA.

JUNE 2022



**Government of
South Australia**

Contents

- Introduction 3
- Program funding streams 3
- Eligibility criteria 4
- Application process 5
- Important policies and protocols..... 8
- Additional Information 10

The program

Introduction

The **See it LIVE Event Grants** program is provided by the South Australian Government through a \$10 million See it LIVE package to revive the state's live music industry and stimulate activity as it emerges from COVID-19.

The **See it LIVE Event Grants** program component of this package offers a total of **\$1.25 million** to help revitalise the live music industry in South Australia by getting live entertainment back in venues and supporting performers, events and festivals. The program is administered by the **Music Development Office (MDO)** within the Department for Innovation and Skills (the Department).

Grants in this program will be available to SA-based promoters, organisations and businesses operating music venues. Depending on the size of the event, they will be able to apply for these grants to meet costs including engaging musicians and technicians, marketing and promotion costs and ensuring the event is COVID-19 safe. Through these grants it is hoped the sector will produce a whole new calendar of live gigs and festivals during 2022 and 2023, offering audiences a great opportunity to get along to a music performance.

Events that support **any music genre** are welcome to apply, including original music, DJs, tributes and cover material, as long as there is a demonstrated outcome of a **live music component**. Music events can include one-off events or an event series.

Program funding streams

The **See it LIVE Event Grants** program offers three streams of funding based on the size and scale of a music event. Applicants may **choose one** of these funding streams. Successful applicants will only be funded in one stream but applicants to Stream B and C will have the opportunity to apply again in other streams if they are unsuccessful.

Stream A: Music Event (Medium) \$5,000

To present medium scale music events, for example in regional venues and mid-tier capacity venues (e.g. with a capacity up to 1,000). There are 100 grants of \$5,000 available in Stream A.

Stream B: Music Event (Large) \$20,000

To present larger scale music events, including in laneways, wineries, higher capacity venues and theatres. There are 25 grants of \$20,000 available in Stream B.

Stream C: Music Festival / Event (Major) \$50,000

To present major festivals and music events at venues like the showgrounds, parklands, arenas etc. There are five grants of \$50,000 available in Stream C.

Key dates

Grant applications open	19 June 2022
Assessment period	Applications are processed and assessed as they are submitted, in order of submission.
Closing date	Each stream will close for applications as soon as funding capacity for the stream is fully expended.
Notification of results	Notification will occur as soon as possible after assessment.
Eligible activity period	19 June 2022 – 31 December 2023

Definitions

Event refers to the event or event series which forms the basis of the application.

Funding period refers to the date from which an Agreement is entered into until the funding period end date.

Funding period end date refers to 31 December 2023.

Eligible expenditure refers to expenditure defined as eligible as per these guidelines and must be costs incurred during the funding period.

Event series refers to a series of live music events which occur within a limited timeframe during the eligible activity period.

Eligibility criteria

Eligibility criteria for all streams:

- An applicant must be a **South Australian based promoter, an organisation that presents events or music business** who will support the presentation or delivery of **live music in South Australia** through the proposed event. This can include South Australian based sole traders, not-for-profits and local government.
- Applicants must hold an active Australian Business Number (**ABN**).
- The proposed event(s) must include a **minimum of 50% South Australian (local) acts** in the live music program.
- The proposed event(s) must be **open to the public** (for free or ticketed; private events are not eligible).
- For applicants with **overdue funding acquittals** with the South Australian Government (e.g. through a MDO or other previous grant): if you are successful in applying for a grant in this program you will not be eligible to receive funding until all outstanding acquittals have been provided. If you have any questions regarding the status of an acquittal for a previous MDO grant, please contact the Grant Program Manager.

For questions on your eligibility for this program, please contact the Music Development Office. See "For More Information" below.

Additional eligibility criteria for streams B and C:

Stream B

- Applicants must be able to **demonstrate the successful delivery** of previous editions of the event; or if the proposed event is a **new event**, demonstrate evidence of successful delivery of a comparable event or other live music activity.
- Proposed events must be able to demonstrate that **more than 65% of the total event program** is live music activity.

Stream C

- Applicants must be able to **demonstrate the successful delivery** of previous editions of the event; or if the proposed event is a **new event**, demonstrate evidence of successful delivery of a comparable event or other live music activity.
- Proposed events must be able to demonstrate that **more than 65% of the total event program** is live music activity.
- Applicants must demonstrate a proven track record of **delivering large-scale music events** (for example events with over 10,000 attendees).

Eligible expenditure for all streams

The grant can only be applied to support costs associated with the presentation of live music as incurred for the purpose of the event during the funding period.

Examples of eligible expenditures include:

- musician fees; musicians booked by venues for this See It LIVE Event Grants program must hold a current ABN
- marketing and promotion costs
- costs associated with ensuring a COVID-19 safe event
- venue hire and equipment hire
- booking agent fees
- creative personnel fees (e.g. videographer, photographer, sound engineer, lighting tech).

Please contact the Grant Program Manager with any questions on eligible activity or expenses.

Ineligible expenditure

The grant **cannot** be applied to costs incurred for any of the following:

- events that occur before the start of the funding period
- expenses incurred before the start of the funding period; funding will not be provided retrospectively
- if an event continues after the funding period end date, funding from the grant cannot be used to cover expenses incurred from that date (i.e. after 31 December 2023)
- events that are private parties
- equipment purchases and infrastructure upgrades
- *See it LIVE* Event Grants funding cannot be applied to expenses that are already covered through other funding sources (e.g. grants, rebates, sponsorship). However, successful applicants can use funding to offset costs that **build on** activity that has been supported through other sources, as long as it is not applied to the same expenditure.

Application process

Before you apply

Please read all these guidelines before you apply.

Before applying, consider how your business and your proposed event meets the following:

- eligibility requirements
- eligible expenditures
- budget, e.g. maximum grant amount
- timeframe, e.g. start and end date of the eligible activity period

How to apply

Applications for the program can be submitted [via an online portal](#) from 19 June 2022.

Applications for **Stream C** of this program will be via a two-stage process that commences with an expression of interest (EOI), available from the portal. EOIs for Stream C will be assessed by the Department with competitive proposals invited to submit a formal application.

Applicants will be asked to supply:

- confirmation of eligibility
- a brief biography or business description
- details of business operations (e.g. location, demographics, services)
- a brief event description: e.g. title, location, date, activity, program, target market, expected attendance
- budget: a brief list or total of expenses and other income sources

Applicants may apply for *See it LIVE* Event Grants and also apply for other funding opportunities through the package at the same time (e.g. Venue Improvement Grants), however may only receive one grant through each category within the package. *See it LIVE* Event Grants applicants may also apply for other [MDO grant programs](#) at the same time, such as the Project Support Grants program, Robert Stigwood Fellowship, or the Live Music Events Fund.

Assessment

- submitted applications must satisfy the eligibility criteria and provide the information requested in the application form
- assessment of streams B and C will support events that provide the best possible outcomes for the state
- Stream C applicants should demonstrate how your proposed event activates the key priorities outlined in the [MDO Strategic Plan](#)
- whether an applicant is successful or not will be determined by the Minister and/or the Department in its absolute discretion
- there is no obligation by the Minister and/or the Department to approve any assistance
- if an application is unsuccessful on the grounds of ineligibility, the applicant may re-apply once all eligibility criteria are met if a stream is still open for applications.

Notification

Upon submission, all applicants will receive an automated email acknowledging that the application has been received by the MDO.

All successful and unsuccessful applicants will be notified by email of the result of an application. Due to the expected high volume of submissions, a precise date or timeframe of notification and payment to successful applicants cannot be offered.

Grant agreements

Approved eligible applicants will be required to:

- enter into a grant agreement with the Minister for Arts for the funding period, as follows:

Stream A grantees will be required to agree to Terms & Conditions as set out in the Application Form and available [here](#).

Stream B and C grantees will be required to enter into a separate grant agreement on terms provided by the Department.

- submit a compliant tax invoice
- provide an acquittal statement within one (1) month of the funding end date, certifying and evidencing that the grant was spent on eligible expenditure.

In this acquittal, all grant recipients must certify that the grant was used only for the purpose for which the grant was provided and that any financial records or declarations presented as part of the report are true and correct.

Stream C grant recipients will be required to provide an acquittal report on the artistic, statistical, and financial outcomes of the event(s) within one month after the funding period end date.

Overdue acquittals, or unapproved expenditure of the funding, will affect eligibility for applications to future rounds and other grant programs.

Successful applicants will be advised of the process for grant agreements, payment of invoices and submission of acquittals, when notified of the grant outcome.

Important policies and protocols

Protocols for working with children in art

If the activity involves employing any person under 18 years, with or without financial compensation, or the exhibition or distribution of depiction of any persons aged under 18 years then:

- you must comply with the South Australian Government's *Protocols for working with children in art* and any relevant laws that apply in South Australia. This may include obtaining parental consents, statements from other artists and classifications, copies of which you must provide to the Department on request; and
- you must also certify compliance with this clause in your Acquittal Report.

Child safe policies

Organisations providing cultural, entertainment or party services wholly or partly for children must provide a child safe environment.

As part of its obligation to establish and maintain a child safe environment, an organisation must:

- have in place [child safe policies](#) and procedures
- ensure [child-related employment screening](#) is undertaken for positions prescribed in the *Children's Protection Act 1993*
- lodge a [Child Safe Environments Compliance Statement](#) with the Department for Education.

Respectful behaviours

The safety and wellbeing of everyone working in, and engaging with, the South Australian arts and cultural sector is

of paramount importance. The MDO is committed to a zero-tolerance approach to all forms of victimisation, bullying and harassment, including sexual harassment. It is a condition of all MDO funding and grants that recipients must adopt and implement a respectful behaviours policy and procedure. Further information about respectful behaviours, and resources to assist you to develop a policy and procedure for your organisation or project, are available [here](#).

Aboriginal and Torres Strait Islander (ATSI) protocols

The MDO endeavours to work with artists and organisations to ensure respect and acknowledgement for Aboriginal and Torres Strait Islander peoples and cultures at every stage of a project's development. For more information on ATSI protocols click [here](#).

Information privacy

The MDO collects personal information as reasonably necessary for the purposes and functions of:

- administering our grants and funding program
- keeping you informed about relevant upcoming events, grants funding initiatives and outcomes, our services, special events or client feedback surveys as well as our activities in general
- improving our websites and other services.

The MDO complies with the South Australian Government's Information Privacy Principles Instruction (*Department of the Premier and Cabinet Circular PC012*) when dealing with all personal information. The information you provide in your application may be used by the MDO for:

- providing to peer assessors for processing and assessing your application
- verifying other funding income for your project – the MDO may provide information to other agencies nominated in your application
- processing, paying, and administering your grant
- reviewing and evaluating our funding programs, strategies, plans and services – we may contact you for this purpose
- training, systems testing and process improvement including compiling statistics and reports.

The information you submit to us in your application is treated as confidential if it is identified by you as confidential (except for details that may be included as "published details"). Any information contained in, or relating to, an application, including information identified by an applicant as confidential information for the purposes of applying for funding under the program, may be disclosed by the Department:

- to employees, advisers or third parties in order to manage the program (including but not limited to, for the purposes of evaluating and assessing the application);
- within the Government of South Australia where this serves the legitimate interest of the Department;
- in response to a request by a House or Committee of the Parliament of the Commonwealth of Australia or South Australia;
- where information is authorised or required by law to be disclosed; and
- where the information is already in the public domain.

If an application is successful, details of successful applicants may be publicly disclosed in official Government of South Australia media releases and websites. Published details may include but are not limited to:

- The name and business name of the successful applicant;

- Details of the event; and
- the amount of grant funding (and relevant stream).

In addition, the Grant Agreement and associated documents for your Event may be audited, which will mean disclosure of such documents, including your personal information, to auditors for audit purposes only.

Additional information

The Department reserves the right to amend these guidelines and application terms as required.

If any information in an application or report (including acquittal) is found to be false or misleading, or grants are not used pursuant to the terms of funding, the grant will be repayable on demand.

For more information

Details of this grant program, including a copy of the guidelines, are available from the [See It LIVE website](#).

For questions about the grant program terms and conditions, eligibility, criteria, assessment process:

Elizabeth Reid

Grant Program Manager

Music Development Office

Creative Industries

Department for Innovation and Skills

Ph: MDO Grant Hotline 08 7320 3309 | [Webform](#)